
WEB POSTING

ADMINISTRATIVE ASSISTANT

RESPONSIBILITIES:

The City of Tullahoma is accepting applications for a part-time Administrative Assistant position in the Fire Department. The Administrative Assistant works under the supervision of the Fire Chief and provides data entry and administrative support to the Fire Department. The Administrative Assistant will primarily be responsible for programs and projects including benchmarking, compiling data for budgets, grant preparation and general public relations. This position also handles customer inquiries, compiles reports, sets up appointments and reconciles work orders.

REQUIREMENTS:

High school diploma required and college preferred. This position requires strong customer service and written communication skills. Strong computer experience is required in Word and Excel.

BENEFITS:

This is a part-time position with an hourly rate of \$11.00 - \$11.50 per hour. Work hours are Monday through Friday from 7:30 am – 12:30 pm.

RECRUITMENT:

Individuals interested in applying for this position can print the application available on-line at www.tullahomatn.gov and complete the form or obtain an application at City Hall. The application or a resume can be submitted by:

Mail: City of Tullahoma, Attn: Human Resources, PO Box 807, Tullahoma, TN 37388

Email: cbrice@tullahomatn.gov

Fax: 931-455-2782

Deliver: *City Hall / Municipal Building, 201 W. Grundy Street, Tullahoma, TN*

A complete copy of the job description is available upon request. The City of Tullahoma is an equal opportunity employer.

Posted: *March 4, 2016*

Closes: *March 17, 2016*